

INSTRUCTIONS FOR THE WASTE TIRE CERTIFICATION (WTC)

The Waste Tire Certification is a management information system using a multi-part form developed by the Department of Environmental Quality for use by waste tire generators, haulers, collectors and processors.

When properly completed, it can provide all the information needed to properly document the origin and handling of the tires. It is designed to provide assurance to each person that has custody of the waste tires that the tires were properly handled. In addition, the End User Reimbursement Program depends on the WTC to certify that the tires originated in Virginia.

PART 1 should be completed by **THE GENERATOR** whose act or process produces waste tires. This can be a tire retailer, retreader, or tire pile owner. Each of the blank lines should be filled out completely. The business ID is the tax ID assigned by the tax Department or the Virginia Drivers License number for persons other than tire retailers. Specify the number of tires by type, counting each tire. The Generator should keep his copy (Canary) after it is completed by the Hauler.

PART 2 should be completed by **THE HAULER** who picks up or transports waste tires for the purpose of removal to a permitted storage, processing or handling facility from the Generator listed above. The Hauler may be an employee of the Generator, in which case, writing "SAME" on the first line is sufficient. If the Hauler is a separate company, each of the blank lines should be filled out completely. Also, DEQ offers a voluntary Hauler Registration System; if you transport tires you are encouraged to register. The Hauler should keep his copy (Goldenrod) after it is completed by the Collector.

PART 3 should be completed by **THE COLLECTOR** that is a permitted waste management facility, such as a landfill or transfer station that receives tires. The Collector should keep his copy (Pink) after it is completed by the Processor. If the processor is the same as the Collector writing "same" on the first line is sufficient.

PART 4 should be completed by **THE PROCESSOR** that is engaged in the processing of waste tires including, but not limited to, stamping, stripping, shredding or crumbing; that operates under a permit issued by the local, state, or federal government; or is exempt from permit requirements. The Processor should keep his copy (Blue).

The remaining top copy (White) with the original signatures should be given to the "end user," so that he may claim End User Reimbursement.